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DD/S&T# 3464-67

26 AUG 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Activation Date of the Agency Contract  
Review Board

1. At its meeting on 22 June 1967 the Directorate members on the Agency Contract Review Board unanimously approved the Board's Statement of Responsibilities, and I approved the Board's activation on 28 June 1967.

2. The Agency Contract Review Board will commence to function as such on 1 September 1967, and all RD&E undertakings, [redacted] funded from Agency appropriations, will commence to be reviewed by the Board on that date.

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3. There is attached for your information a Statement of the Board's Responsibilities. It is planned to issue a Headquarters Notice on this matter.

[redacted]  
R. L. Bannerman  
Deputy Director  
for Support

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declassification

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CIA CONTRACT REVIEW BOARD  
(Responsibilities and Authorities)

1. The CIA Contract Review Board shall function in an advisory and recommendatory capacity to the Director of Logistics in support of his responsibilities as senior Agency official responsible for Agency-funded procurement operations. The Board shall review proposed contract actions, as described below, and also operationally approved procurement requests which, by their nature, are of contractual policy, procedural or operational significance. It shall monitor the overall effectiveness of Agency-wide procurement policies.

The Board's responsibilities shall be discharged without assumption of operational, technological or contractual responsibility --- its responsibilities remaining advisory and recommendatory.

2. Prior Review of Proposed Contract Actions

The Board shall review proposed contracts or additional scope amendments

individually

*Notes: items 1 and 3 are presented to the Board by contracting officer just prior to signature of the document.*

Such review of individual contracts or classes of contracts may be waived by the Board with the concurrence of the Director of Logistics.

3. Review of Operationally Approved Procurement Requests

*Logistics will provide details for implementation of the para.*

Subsequent to appropriate operational and command program approval of procurement requests [redacted] copies of such requests shall be

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Excluded from automatic  
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declassification

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forwarded to the Board for its initial consideration. Any member, believing such requests to present unique contracting policy or substantive considerations, may request the Board's approval to invite appropriate representatives of the sponsoring Directorate to brief the Board on the proposed undertaking.

4. Appraisal of Agency Procurement Structure

In accordance with the provisions of paragraph 1, the Board shall, from time-to-time, give the Director of Logistics its views on the overall effectiveness of Agency-wide procurement policies, procedures and practices, and the efficacy of the procurement unit concept, to include:

- a. Adherence to established Agency procurement policies.
- b. Procurement team participation in the formulation-of-requirements cycle.
- c. Audit assistance and liaison.
- d. Security assistance and liaison.

5. Organizational Changes

Proposed major organizational changes within Directorates that affect the procurement function may be submitted to the Board by the Director of Logistics for its comments and recommendations. Based on its general level of knowledge and experience, the Board may recommend organizational changes to the Director of Logistics, including delegations of contracting authority, assignments of functional workloads, and other appropriate matters, for accomplishment of the Agency's unique procurement needs in support of the DCI's responsibilities as established by Public Law 110 (1949), as amended, or as otherwise supplemented.

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6. Procurement Team Support

The Board may recommend appropriate policies, procedures and philosophies for facilitating action of cognizant procurement team(s).

7. Procurement Studies

The Board may be requested by the Director of Logistics, Agency Directorates, or higher authority to make observations and comments on the Agency's procurement processes. It shall be constantly aware of the general overall effectiveness of the Agency procurement program and may, from time-to-time, furnish the Director of Logistics with its observations.

8. Inter-Agency Procurement Relationships

The Board shall recommend policies and procedures for inter-agency joint or accommodation procurement. The Chairman of the Board shall, in the absence of any other designee for this purpose, be the Agency representative to inter-agency procurement boards and committees.

9. Board Advisors and Staff

a. The Board shall be furnished legal, audit and security advisors to participate in all Board responsibilities.

b. Additional Advisors and Consultants. The Board, through the Director of Logistics, may request attendance of Agency personnel at specified times.

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c. Informational Requests. The Board, through the Director of Logistics, may request cognizant Agency units to submit to it informational reports covering various aspects of the Agency's procurement process as reasonable and necessary for the Board's proper and enlightened functioning.

d. Board Staffing. Except for regular Board membership, its staff shall be kept to a minimum of an Executive Secretary, to be appointed from the Director of Logistics' Career Service, plus the necessary minimum of secretarial and clerical staff. It is the intent that the Board shall rely, for staff studies and staff support types of reports and information, on existing or future established procurement organizational units or staffs.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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Activation Date of the Agency Contract Review Board

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FROM:

EXTENSION

NO.

Deputy Director for Support  
7D18 Headquarters Building

DATE

ADM-1015

TO: (Officer designation, room number, and building)

DATE  
8/30  
RECEIVED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

A/EO/DD/S+T

1. Deputy Director for Science  
and Technology 6E48 Hqs.

2.

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Registry -

5.

6.

your disposition.

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Note: Regarding paragraphs 2 and 3 of the attached Responsibilities and Authorities of the Review Board, I have discussed this in detail with [redacted] Chairman of the Board. Under para. 2 proposed contracts or additional scope amendments would be presented to the Board by the contracting officer prior to signature of the document but after the contract or amendment has been negotiated and written. No action is required of the DD/S&T other than to provide the contracting officer with technical support, as needed before the Board.

Paragraph 3 refers to procurement requests. No action is required of the DD/S&T to implement this requirement until the Board sends each Directorate a memo or provides the DD/S&T Contract Board member with specific guidance on how this is to be implemented.

[redacted]

8/29/67

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